

A ROUGH GUIDE TO PALLET IMPORT/EXPORT PROCEDURES IN A POST BREXIT WORLD

Due to the unprecedented nature of Brexit and the work that has to be done in readiness for 1st January 2021 some of the last departures of 2020 to Europe have already passed! After departures to Ireland and Benelux next week, there won't be any European trunks until the new year and we won't be able to manifest any Europe bound pallets until 16:00 on 31st December 2020 when our customs integrated systems go live and **every export consignment will need a customs declaration – even if there is a free trade deal.**

EXPORTING to NORTHERN IRELAND

I'm sure you already have your GB EORI number. However, **if you send to Northern Ireland you require an additional EORI number that begins XI** for which you can apply here: [HMRC: Structured Email \(tax.service.gov.uk\)](mailto:tax.service.gov.uk)

It is also strongly recommended that you sign up for the Traders Support Service (TSS) here: [Sign up for the Trader Support Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

But it is essential that you register with the UK Traders Scheme (UKTS) here: [Apply for authorisation for the UK Trader Scheme if you bring goods into Northern Ireland from 1 January 2021 - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

UKTS can then authorise you to declare goods as 'not at risk' of entering Eire so that duty and taxes are not payable.

IMPORTING from NORTHERN IRELAND

Nothing changes. No additional processes, paperwork, customs checks or restrictions.

EXPORTING to EU

All consignments must have a Commercial Invoice sent electronically with it. Mandatory details required on that invoice are as follows:

- Your address and contact details
- Your EORI number
- Your VAT number
- Your Customers address and contact details
- The Delivery Address (if different)
- Your customer's EORI and VAT number
- Description of Goods (Listed with itemised pricing in currency sold at)
- How they are packaged (Wood packing will be subject to the International Wood Packing Regulations which require timber, such as pallets, to be treated and stamped to ISPM15 standards)
- Gross weight
- Nett Weight
- Total Value
- Country of Origin (Important because goods manufactured in China imported to sell in Europe are subject to a higher tariff than those originating from Europe)
- Commodity Code (<https://www.gov.uk/trade-tariff>)
- Customs Procedure Code ([Exports: customs procedure codes - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/exports-customs-procedure-codes))
- Incoterm (usually DAP – Delivered At Place)

If you have listed all the items on the Commercial Invoice then there is no legal requirement to supply a packing list. However, it is regarded as best practice to do so.

Please feel free to send me a sample copy of your intended Commercial Invoice for appraisal.

Once you have found the commodity code you will see the duties and taxes currently payable on those products. However, a Free Trade Deal with the EU could change this.

All of the above information needs to be replicated in Alliance. If you input directly onto Alliance or wish to do so, I have attached screenshots of the new pages showing mandatory fields required for us to complete customs procedures on your behalf. Palletforce will act on a Direct Representative basis. And to do this **we require the attached Direct Representative Authorisation** to be pasted onto your letter head, completed and returned please. Our EU Gateway Members will handle Customs Procedures. We will not be using any external brokers.

Once we have all of the compulsory information, it gets sent to the relevant border control, who will then check the details and do a pre-clearance before giving us the green light to come and collect from you and send to our EU Gateway partner via the hub. We are told this will happen within an hour of sending.

To simplify things, the two export Incoterms we are offering as standard are DAP **Cleared** and DAP **Uncleared**.

If you send DAP Cleared you pay the Export customs fee AND the Import customs fee

If you send DAP Uncleared you pay the Export customs fee and your customer pays the Import customs fee, which varies throughout the EU depending on the customs broker used etc

Whichever way you send it, your client will have to pay any duty or tax if applicable. They can do this in one of two ways:

Either they use our EU Gateway partners Deferment Account. This way there is a 3-4% fee for using it. Plus **they will have to pay in full before the goods are released for delivery**

Or they set up their own deferment account and the consignment is assigned to this and the goods are released without delay. They then pay the duty and tax by direct debit on a monthly basis.

Please reach out now to your customers to see what they have in place and decide which Incoterm you wish to use.

If you send Hazardous Goods, even if they are limited quantities, the consignment must be accompanied by a DGN (Dangerous Goods Note). There is an additional customs fee for all supplementary certification like DGNs (including for Controlled Goods, Safety & Security Declarations etc), which is £12 per certificate.

IMPORTING from EU

Importing works much the same as exporting but in reverse.

If you import from the EU regularly it's a good idea to set up your own deferment account [Apply for an account to defer duty payments when you import or release goods into Great Britain from 1 January 2021 - GOV.UK \(www.gov.uk\)](#) This way you avoid fees and possible delays from having to pay our EU Gateway Member upfront

Incoterm **FCA** (Free Carrier) is for when the Buyer is to arrange carriage and pay all costs. This applies to you when importing from the EU using the Palletforce service.

For imports and returns sign up for **Transit Simplified Procedures (TSP)**

<https://www.gov.uk/government/news/hm-revenue-and-customs-simplifies-importing-from-the-eu-as-part-of-no-deal-preparation>

I think that gives a good overview of what we know for now. Further updates to come I'm sure! It's a lot to take in but I am here to help as best I can. I have been doing so much training my head is swimming with Brexit info so if you have any questions please ask. If I don't have the answer, then I can certainly guide you to where you can find it because we have access to the best Brexit support team in the country.

I ask for your patience now because, with so much uncertainty around the potential Deal, it will not be a perfect start to life outside of the EU. Please remember that we are all in it together, we are all working hard to make this transition as smooth as possible and we're all going to need each other to make it work.

Wishing you all the very best for a safe Christmas and Joyous New Year!

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